

Introduction

Using the Manual

## Manual Organization and Maintenance

### MANUAL ORGANIZATION:

#### Major Divisions

Blue tabs group material in this manual under 4 major headings: Personnel, Administration, Special Programs, and Subject Index.

#### Sections

Material is organized in manual sections 000 through 1200. Section 000 (Using the Manual) belongs in front of the first blue tab (Personnel). Sections 100 through 1200 have manila section tabs and are arranged behind blue tabs as follows:

Blue Tabs	Manila Tabs
Personnel	100 Employment Regulations
	200 Wage and Salary Administration
	300 Payroll Regulations
	400 Education and Training Programs
	500 Insurance and Retirement Systems
Administration	600 General Administration Policies
	700 Employee Responsibilities
	800 Travel Regulations
	900 Health and Safety
Special Programs	1000 Materials Management
	1100 Special Employment
	1200 Laboratory Affiliates
Subject Index	

#### Subjects

Each manual section is divided into information items (subjects) of relatively small scope. Subjects are titled and numbered on the top right of each page.

**EXAMPLE:** Subject AM 102, the second subject in Section AM 100, contains information on Employment Policies.

#### Paragraph Numbers

Each paragraph in Sections 100 through 1200 is uniquely numbered so that any paragraph can be individually indexed and referenced.

**EXAMPLE:** Paragraph 102.05, the fifth paragraph in the second subject in Section 100 defines "near relative" for employment purposes. This paragraph number is unique: there is no other 102.05 in the manual. Thus AM 102.05 precisely identifies the manual, section, subject, and paragraph.

## Manual Organization and Maintenance

The manual uses a paragraph numbering system rather than a pagination system.

### **Date**

The effective date of each page is shown at the top right of each page, under the subject number.

### **REVISION SYSTEM:**

Revisions and new material are issued periodically on an as-needed basis in a page-for-page replacement system (old page out, new page in). Replacement pages show a revised date if any change at all has been made on the page, whether the change is a policy revision, an editorial correction, or a relocation of text.

Changes on pages revised after 1988 are indicated by shading. For pages revised before 1988, change bars are used to draw the reader's attention to changes in policy. In addition, the cover memorandum that accompanies all revisions to the AM delineates the changes. New subjects to the Administrative Policies and Procedures Manual do not have change bars or shading. They have a line in the lower right-hand side of the page that states "This is a new subject." Some subjects, to streamline the paragraph numbering system, are completely renumbered when they undergo significant revision. A statement in the lower right-hand corner of such pages reads "This subject has been completely renumbered."